

SOPHIA HOUSING ASSOCIATION

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title	Project Worker
Location	Sophia Housing, 107/108 Douglas Street, Cork
About Sophia	<p>Sophia is a national organisation, who has been supporting people as they emerge from homelessness since 1997.</p> <p>Sophia is a niche service provider for two reasons; Firstly, it sees the provision of a home of one's own as the primary response to homelessness and the intervention that Sophia is exclusively focused on. Secondly as an Approved Housing Body, its core mission is to provide homes for individuals, couples and families who not only need a home but also present with other support needs.</p> <p>Sophia recognises that homelessness can have a traumatic impact on people and that services need to be designed and delivered in a trauma informed way.</p>
Reporting to	Project Manager
Contract	Fixed term contract – 2 years
Hours	39 hours per week , Monday- Friday 9am-5pm (with some flexibility required).
Job Purpose	To work with families and individuals living in Cork City and surrounding areas. The role involves the management of a caseload in a busy service, keyworking individuals and families, carrying out assessments and developing support plans. The role also involves engaging and working closely with other agencies/authorities on behalf of the service users.
Key Responsibilities	<ul style="list-style-type: none"> • To have regard for the values and ethos of Sophia Housing Association. • To attend team meetings and to participate in training as required. • To participate in the assessment and interview process for referrals to the service. • To work in a holistic way with service users and in line with their housing and personal needs. • To provide practical home support to service users when required. • To provide resettlement preparation as required. • To plan for and assist service users with their move on from the service, if required.

- To liaise and work effectively with relevant personnel in Sophia Housing, and other relevant agencies; e.g. Local Authority, HSE.
- To set up and maintain appropriate records of the work with service users and the work of the service.
- To ensure that the Licence Agreement is understood by the service user and to attend Occupancy Meetings when required.
- To co-operate as appropriate with any research and evaluation of the service.
- To implement Policies and Procedures within the service.
- To participate in responding to emergencies within the service as required.
- To share administrative duties within the Team; e.g. Rent Collection, Petty Cash, etc.
- To promote service user involvement within the service.
- To ensure that any necessary maintenance of the properties is completed.
- To be vigilant of any health, safety and welfare risks in the workplace and bring any concerns to the attention of your line manager.
- To undertake other work that may be assigned to you from time to time.

Person Specification

- A level 7 degree in a social care or a related discipline i.e. addiction, social work, psychology
- At least one year's experience working within the area of homelessness
- An understanding of the issues affecting people who are homeless and sustaining a property
- Knowledge around child protection issues, mental health issues and addiction
- The ability to work on own initiative
- Proficient IT Skills and knowledge of databases
- Excellent interpersonal communication skills (both verbal and written).
- To possess a high standard of report writing and record keeping skills.

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| | <ul style="list-style-type: none">• A full clean driver's licence and use of a car to visit service users in their homes is essential. |
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Application Process:

Please forward a Cover Letter and CV to

Recruitment@sophia.ie

The closing date for receipt of applications is

Wednesday, 22nd May 2024